ITE Education News

John Gillispie, Chief Operating Officer, ITE

ITE Skillsoft's Skillport contract ended June 30th

We would like to thank those of you who have used the Skillsoft online learning system, but DAS-ITE did not be renew it's contract with Skillsoft.

Beginning in Fiscal Year 2007 (July 1, 2006) Performance & Development Solutions (PDS) with DAS-Human Resources Enterprise will offer an online learning program. A variety of information technology and business skills courses will be available.

New enrollment information and online course offerings are posted on the PDS website. You may visit the website at http://www.das.hre.iowa.gov/LearnAtPDS/, or call Leslie Davenport with PDS at 281-5456 for more information.
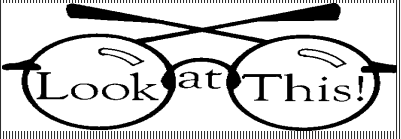
Excel Tip: Naming and Finding a Range of Cells

In Excel you have the ability find a range of cells in your workbook quickly.

Name a Range of Cells
Select a range of cells in your workbook. Click in the name box (located to the left of the formula bar). Type a decriptive name for your range of cells. Spaces and special characters not allowed. Example: Jan_2006_Results.
Press enter.

Find a Named Range of Cells
Click on the Drop Down arrow next to the Name Box or press the F5 key. Your named range will be listed. Click on the name and you will be taken to that named range.

Direct all Education Comments and Questions to:

Bruce Hupke – 281-6984
bruce.hupke@iowa.gov

INSTRUCTOR LED TRAINING

ACCESS LEVEL 1
 	
 In this hands-on course, you'll design and create databases, tables, queries, forms, and reports. You'll learn database concepts and terminology. You'll learn how to design and create a table. You'll learn how to work with tables and forms, including adding records, modifying table and form design, finding and editing records, deleting and copying records and values, and filtering and sorting records. You'll learn how to design and use select queries. You'll learn how to create and use forms for a single table and multiple-tables. You'll learn how to create and use reports. You'll learn how to create and maintain a database. You'll learn rules for database design, including an introduction to table relationships. You will examine a database with design flaws and make corrections. Exercises and/or wrap-up lessons follow each of the 7 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index, and disc with all course files.
 Prerequisite: Basic Windows or similar experience
	Access Level 1
	 $115 *Course: PC801*
	 Jul 12 8:30 – 3:30
	     13 8:30 – 12:00
	 Enrollments close Seats open
	
	 Sep 13 8:30 – 3:30
	     14 8:30 – 12:00
	 Enrollments close: Sep 1
	
	 Hoover 'B' Level/Learning Center 2

EXCEL LEVEL 1 In this hands-on course you'll learn the skills you need to create, update, format, print and maintain an Excel spreadsheet. The class will work with ranges and various functions. You will create a simple chart sheet and work with an outline structure for a worksheet. You will also discover how to use an electronic spreadsheet to create basic data reports. Exercises and/or wrap-up lessons follow each of the 8 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disc with all course files. **Prerequisite: Basic Windows or similar experience**	*Excel Level 1* *$80* *Course: PC701* **Jul 19** 8:30 – 4:00 Enrollments close: Seats open **Sep 6** 8:30 – 4:00 Enrollments close: Aug 25 Hoover 'B' Level/Learning Center 2
ACCESS LEVEL 2 In this hands-on course, you will learn how to enhance your database design by using the principles of normalization and table relationships. You'll also learn how to query multiple tables for data that is used in customized forms and reports. In addition, you'll be able to take the guesswork out of creating databases by learning to use data-normalization techniques. See how to take advantage of relational database efficiency to maintain data. You will also learn techniques to save time by controlling data entry and automating tasks. Benefit by becoming familiar with Access features that will enable you to customize forms and reports. An introduction to Data Access pages and Mail Merging with Word will be presented. Exercises and/or wrap-up lessons follow each of the 7 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disc with all course files. **Prerequisite: Basic Microsoft ACCESS class**	*Access Level 2* *$115* *Course: PC811* **Sep 27** 8:30 – 3:30 **28** 8:30 – 12:00 Enrollments close: Sep 15 Hoover 'B' Level/Learning Center 2
EXCEL LEVEL 2 In this hands-on course you'll learn the skills you need to create, modify, and customize Excel charts. You will work with both chart sheets and embedded charts. Drawing tools will be used to enhance worksheets and charts. You will use advanced sorting and filtering techniques for locating and managing information. You will learn the querying capabilities of Excel. Exercises and/or wrap-up lessons follow each of the 6 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disc with all course files. **Prerequisite: Basic Microsoft EXCEL class or similar EXCEL experience**	*Excel Level 2* *$115* *Course: PC711* **Sept 20** 9:00 – 3:30 **21** 9:00 – 12:00 Enrollments close: Sept 8 Hoover 'B' Level/Learning Center 2
BUSINESS OBJECTS This class is taught using ZABO, a downloadable, self-installing version of Business Objects. ZABO, short for Zero Administration Business Objects, is functionally equivalent to the full-client. It has an integrated suite of Business Objects modules (InfoView, WebIntelligence Explorer and WebIntelligence Reporter.) ZABO is a web based report creating and viewing software. This hands-on course will teach students to create several types of reports. Included in reports students create are: calculations, sorting, grouping, breaking, conditions, crosstab and bar charts. Also formatting a report. Students will learn to send/receive and publish reports. Students in class will do report drilling. Step by step workbook included. **Prerequisite: Basic Windows or similar experience**	*Business Objects* *$50* *Course: UT501* TBA 9:00 – 12:00 Enrollments close: Hoover 'B' Level/Learning Center 2

July 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4 **Independence Day**	5	6	7	8
9	10	11	12 **Access Level 1** **8:30 – 3:30**	13 **Access Level 1** **8:30 – 12:00**	14	15
16	17	18	19 **Excel Level 1** **8:30 – 4:00**	20	21	22
23	24	25	26	27	28	29
30	31					

August 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	28	29	30	

Sneak Peak: Excel 1 Sep 6   Excel 2 Sep 20, 21   Access 1 Sep 13, 14   Access 2 Sep 27, 28

Performance & Development Solutions (PDS)
Course Registration Form

(Please Print)

Name: _____ **SS #:** _____
     Last   *First*   *MI*

Agency: _____ **Classification:** _____

Work Location: _____ **Work Phone:** _____

E-Mail Address: _____

FOR NON-STATE EMPLOYEES, PLEASE PROVIDE BILLING INFORMATION:

Non-State Agency/Organization: _____

Contact: _____ **Phone #:** _____

Address: _____ **City/Zip:** _____

Course Number	Course Title	Date Preference	Alternative Date

Once any course costing **$99.00 or less** is confirmed, the participant's agency will be billed for the full amount of training unless cancellations are received by PDS at least five (5) working days prior to the class date. For courses that cost **$100.00 or more**, agencies will be billed for ANY cancellations after confirmation. Departments may substitute confirmed course participants when necessary. To cancel, call **(515) 281-5456**. (See page 2 for other cancellation information.)

The following signatures indicate approval of the course(s) requested above and understanding of PDS' cancellation policy.

_____ _____ _____
Employee Name   *Employee Signature*   *Date*

_____ _____ _____
Supervisor Name   *Supervisor Signature*   *Date*

_____ _____ _____
Training Liaison Name (State Employee Only)   *Training Liaison Signature*   *Date*

Accommodation Request: Please contact PDS at 515-281-5456 or pds@iowa.gov to indicate any special needs that PDS may be able to address to make your participation more enjoyable.

Please return the completed form to:
State Employees: Your agency's Training Liaison
Non-State Employees: Leslie Davenport, PDS Training (DAS-HRE)
                     Phone: 515-281-5456   Fax: 515-242-5152
CFN 552-0142   Rev. 3/0